



**Approved by the decision
of the Academic Council
Al-Farabi Kazakh National University
Minutes No8 of 29 March 2023**

SUSTAINABLE PROCUREMENT POLICY

This Policy on the procurement of goods, works and services (hereinafter - the Policy) is developed in order to coordinate and streamline the process of procurement of goods, works and services in KazNU named after Al-Farabi, in accordance with the Law of the Republic of Kazakhstan on Public Procurement" № 434-V of 04 December 2015 and the Rules of public procurement approved by the order of the Ministry of Finance of the Republic of Kazakhstan № 648 of 11 December 2015.

1. Basic definitions and abbreviations:

- 1) Al-Farabi Kazakh National University - Al-Farabi Kazakh National University (hereinafter - the University);
- 2) Law - Law on Public Procurement;
- 3) Rules - Rules of public procurement;
- 4) Customer - structural subdivision of the Company, which requires goods, works and services in order to fulfil its tasks;
- 5) DEF - Department of Economics and Finance;
- 6) Planning and Economic Department of the DEF - a structural subdivision of the Company that consolidates information on the need for goods, works and services and plans the said need;
- 7) DMTS - Department of Material and Technical Support;
- 8) MD - Material department;
- 9) Procurement Organiser - a structural subdivision of the Company DMTS, responsible for the organisation and conduct of procurement of goods, works and services in accordance with these Rules and the Rules of State Procurement;
- 10) conditional savings - the difference between the amount allocated for procurement (excluding value added tax) and the amount determined by the contract on procurement of goods, works, services concluded on the basis of the results of the conducted procurement (excluding value added tax);
- 11) EDI - electronic document management system;
- 12) List of preliminary purchases of goods, works and services - List of goods, works and services approved by the order of the First Manager of the Company, intended for preliminary purchases prior to approval of the



investment programme, and/or budget, and/or development plan, and/or business plan and procurement plan(s);

13) BC - Budget Commission, a collegial body organising and keeping up-to-date the Company's budgeting process, which includes development of the Company's development plans.

2 Purchasers and organisers of the University.

Customers of purchases:

Structural subdivisions of the Company.

Procurement Organiser:

DMTS

3. General provisions

3.1 Organisation of procurement, interaction in procurement, conclusion of procurement contract and other issues arising from the Policy shall be regulated in accordance with the current legislation of the Republic of Kazakhstan and applicable international norms.

3.2 The Policy is based on the following principles:

3.2.1 procurement on the basis of fair competition among potential suppliers;

3.2.2 publicity and transparency of the procurement process;

3.2.3 procurement taking into account the overall benefit to the university;

3.2.4 optimal use of funds;

3.2.5 support of domestic suppliers of goods, works and services that do not contradict the legislation and international norms.

3.3 Procurement of goods, works, services and conclusion of a procurement contract is carried out in accordance with the approved budget of the customer and the procurement plan of the university and its structural units.

3.4 The Customer has the right to request from the supplier, if necessary, documents of title, permits and other documents confirming the quality, originality and origin of goods and/or qualification of the supplier's executors in the provision of works and services.

3.5 The form of procurement and methods of procurement are based on the legislation of the Republic of Kazakhstan. It is allowed to conclude a procurement contract in the form proposed by the supplier, provided that it meets the requirements of the legislation of the Republic of Kazakhstan.



4. Methods of procurement

4.1 Procurement may be carried out by means of request for quotation, single source, tender in accordance with the norms of legislation. The initiator of procurement determines the technical characteristics of goods, works, services.

4.2 The Customer in the course of procurement may:

4.3. divide goods, works, services into lots by their similar characteristics and/or by the place of their delivery/performance/realisation;

4.4. to provide for the procurement of goods, works, services having complex technical characteristics in one lot.

4.5 The Supplier shall bear all costs associated with its participation in the procurement. The initiator of the procurement, the customer is not obliged to reimburse these costs regardless of the outcome of the procurement.

5. Acceptance of work performed and services rendered.

5.1 Acceptance of performed works and rendered services shall be carried out by representatives of the concerned unit in accordance with the established procedure.

5.2 The Customer or its representatives may monitor and check the services rendered for compliance with the requirements specified in the technical specification. In this case, all costs of these inspections shall be borne by the Supplier.

5.3 The services and work shall comply with the requirements specified in the technical specification.

If the results of the rendered services and work are found to be non-compliant with the requirements of the technical specification during the inspection, the Supplier shall take measures to eliminate the non-compliance with the requirements of the technical specification, without any additional costs on the part of the Customer, within 3 working days from the date of inspection.